



# USAID | AFGHANISTAN

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**Solicitations open to:** Afghan Nationals Only  
**Position Title:** Human Resources Assistant  
**Type of vacancy:** Multiple  
**Opening date:** November 21, 2016  
**Closing date:** December 06, 2016  
**Work hours:** 40 hours (Full time)  
**Position Grade:** FSN-09  
**Vacancy announcement #:** USAID/306/17/09/OM

## **Female candidates are strongly encouraged to apply**

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Human Resources Assistant** under a personal services contract, as described in the attached solicitation.

### **BASIC FUNCTION OF THE POSITION:**

Under the technical supervision of the Human Resources Specialist, the incumbent performs a variety of actions that support human resource functions/programs and services. Major human resource functional areas and services covered by this position are recruitment; selection; salary/pay processes; performance management; position analysis and classification; employee benefits management; training and development, awards and employee records management. In this capacity, the incumbent supports designated sections and employee categories with the responsibility to respond to the queries, requests for assistance, information, or actions as appropriate.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Local Employee Pay and Benefits Management**

Advises and provides technical assistance to the Locally Employed (LE) Staff on local pay and benefit practices, substantive HR policies, regulations and guidance to include but not limited to: local compensation plan, payroll, benefits, health, life insurance, leave policy, retirement and severance pay entitlements. Informs employees of changes in personnel policies and procedures in USAID/Afghanistan and the Mission, keeping abreast of policies and regulations implemented by Embassy HR, and/or required by changes in local law. Advises on human resources management matters of performance management, employee relations, salary increases, training, incentive awards, environmental and working conditions, reduction-in-force (RIF), separation, ethics and conduct, disciplinary actions and grievance procedures.

**USDH/PSC Allowances and Entitlements:** The incumbent serves as the administrative expert on HR entitlements, allowances and related plans for United States Direct Hires (USDH) and Personal Service Contract (PSC) employees, timely responding to requests for information, and providing assistance on entitlements/allowances and its processing that must be followed to obtain them. And, when appropriate, the incumbent provides guidance to USDHs and elaborates

on all the necessary paperwork to be sent to HR in USAID/Washington. As needed, provides guidance to the employee on visa/residence matter and process them with the respective Embassy Offices.

### **Recruitment:**

The incumbent assists in recruitment and appointment of United States/Third Country National Personal Service Contract (USPSC/TCN) and Foreign Staff National (FSN) employees. Assists in coordinating all the initial steps of the recruitment of:

**US/TCNPSC employees:** The incumbent administratively manages the local and off-shore US or TCN PSC recruitment process by drafting and assisting in the advertisement of the vacancy announcements; guiding selecting supervisors on procedures, and advising on position description requirements to match office needs; preparing templates to assist Technical Evaluation Committee (TEC) panels; screening applications, and preparing databases with selection criteria. The incumbent orients candidates on the recruitment processes; administers language and/or skills tests; for off-shore applicants, coordinates with staff in the specific country to administer exams; prepares recruitment packages and participates on interview panels, answering HR-related questions; provides templates of hiring memoranda for completion by the hiring office; counsels non-successful internal and external candidates on results when requested, and facilitates the issuance of regret letters accordingly.

Facilitates the contract negotiation process, prepares contracts for review and signature by Executive Officer (EXO), and reports awards to the pertinent parties as needed. Coordinates skill tests explaining test conditions so that candidates, supervisors, and selection committees understand results; prepares recruitment correspondence, including notifications of non-selection and job offer letters. Initiates health and security clearance, electronic Country Clearances (eCC) process for employees in collaboration with the Embassy Regional Security Office (RSO), USAID/SEC, and other pertinent sections to ensure that employees have up-to-date clearances.

The incumbent determines salary recommendations within the classified grade, based on an analysis of previous salary and work experience; when appropriate, negotiates salaries; requests security and medical clearance; and, coordinates an entrance-on-duty dates. The incumbent is responsible for maintaining the PSC recruitment policy, and suggests changes as needed to keep the policy up to date. The incumbent regularly updates the recruitment tracking log accordingly.

Manages the performance evaluation process, keeping an up-to-date file on due dates of evaluations and annual step increases; sends reminders and follows up with employees and supervisors to ensure that evaluations are submitted prior to due dates, proactively inform sections of their US/TCNPSC personnel contract end periods and upon receiving complete documentations and in line with the available applied regulations initiate contract amendments/extensions.

Cooperates with Human Resources Specialist (HRS) or the subject matter expert to provide advice and guidance to US/TCNPSC staff on salary and benefit entitlements under personal services contracts; and provides information to the staff on the implementation of human resources policies and procedures to include: USAID/Afghanistan hiring practices, operating procedures (work hours, benefits, etc.), rules, and regulations.

**Personnel Information:** The incumbent supports and regularly updates all personnel information regarding the USDH and PSC personnel records – hard copy as well as electronic – and HR informational systems/reports, e.g.: Staffing patterns, WebPass, SharePoint. The Assistant is responsible for the implementation of the HR database for registration of data for American and FSN employees. The Assistant ensures the correctness of employee HR data including retirement dates, leave accrual balances; oversees establishment and safe maintenance of USDH/PSC personal files; ensures USAID/Washington-requested and Embassy personnel and ad-hoc reports are submitted in a timely manner; prepares reports required by USAID/Washington, such as the Capital Security Cost Sharing and Annual WebPass attestation for USDHs; and, contributes HR statistical information for annual EXO achievements.

**FSNPSC Employees:**

Leads junior HR Assistants on FSN recruitments and vacancy announcements; has them cleared by Executive Officer and hiring supervisor for the designated sections. Develops and recommends sources for recruitment of personnel (including internal recruitment). Ensures vacancies are posted on Mission intranet and pertinent web sites. If situation requires, prepares and submits for approval newspaper advertisements or similar items to be run in trade or professional journals.

Provides guidance and mentors HR Assistants on recruitment practices, conducts screening of applications, maintains accurate applicants list and related information in recruitment procurement folders, refers all qualified applicants to the hiring supervisor for selection of candidates for further interviewing and/or testing.

Conducts skill tests administered by HR such as computer proficiency, writing and language skills. Ensures that other types of tests administered by the hiring sections are conducted fairly and equitably.

Participates on the interview panel, ensuring that HR policies and procedures are adhered to and records deliberation and outcome for official recruitment file.

Prepares job offer and arranges for medical and security certifications. Prepares letters for candidates interviewed but not offered a position. Coordinates with losing and gaining offices to ensure smoothest possible transition for internal transfers.

Maintains up-to-date personnel files for LE staff, adding or deleting from files as necessary.

**Position Classification and Management:**

Closely works with the Human Resources Specialist (HRS) and/or designated agency classifier in preparation of FSN/PSC and US/TCNPSC position descriptions, assuring they are accurate and up-to-date; reviews classification/re-classification requests, and makes recommendations on a course of action to be taken. Participates on supervisory discussions and desk audits to verify duties and assignments as directed; evaluates positions using the Mission Classification (MClass) system, and recommends a grade and an official title for positions evaluated; advises on classification results, and on appeal procedures if required.

Reviews US/PSC Scopes of Work (SOW), and uses available classification instruments to propose a market rate (a Civil Service-equivalent classification). Provides a recommended market rate for final classification and approval to recruit.

**Entry & Exit Management:**

Performs a variety of duties connected with the in-processing and out-processing of Locally Engaged employees. These duties include: participate in the recurring new employee orientation programs by engaging in presentations for newcomers; initiate relevant personnel actions; update WebPASS – Post Personnel System; provide HR induction on a critical HR issues such as conduct, pay and benefits; provides support for separating employees through verification of final pay calculation which is done by the Financial Center in accordance with the Local Compensation Plan; drafts and routes letters of separation; employment certificate; and other employment related memorandums and letters; shepherd separation appeals through the appeal process.

Processes separation action for deceased employees taking care of the following processes: life insurance, drafting cables to Washington, notification of USAID's Executive Office, advising beneficiaries on benefits and pay, interfacing with the pertinent service providers (if there are) and family members in case of dispute.

Coordinates with EXO/HR to provide in-processing and out-processing of all USDH and off-shore US/TCNPSC employees, assisting in the completion of check in/out sheets; ensure the completion and maintenance of official check-in forms, documents; preparation of arrival and departure notices; and coordination of employee orientations as required by the section.

The incumbent supports the arrival and departure for all incoming and departing USDH or PSC employees, managing the check-in and check-out process, and providing new employees with welcome package. The incumbent provides the orientation program for new personnel on overseas and educational allowances, job-related subjects, security matters, and the physical location of offices and services, including completing HR forms. Processes all agency entitlement/allowances related to personnel and family arrival, including the accreditation of PSC and other non-USDHs and school payments, if any. The Incumbent ensures that HR and security documents are in order; and, coordinates with IRM on issuance or return of IT equipment in general. The Assistant prepares and maintains check-in and check-out lists, and welcome kit for new hires; and, produces and maintains organizational charts and other personnel staffing patterns.

### **Establishment, Examination & Processing of Personnel Actions:**

Examines personnel action requests of employees and supervisors and initiates personnel action requests. Ensures that all documentations are complete, internally consistent, and in compliance with official records and policies; obtains additional or corrected information as necessary. Prepares for the Executive Officer's signature individual personnel actions for all types of transactions including PSC contracts, promotions, periodic pay increases, reassignments, suspensions, leave-without-pay, demotions, resignations, retirements, etc.

### **Performance Management & Employee Development:**

Manages performance evaluation process for employees of assigned offices. This work includes assisting employees and supervisors to develop clear work goals and objectives against which employees are to be evaluated; sending out reminders about when evaluations are due; providing them with pertinent information and guidelines on matters such as preparation of performance evaluation reports, admissibility of comments, effect on employees' careers, assisting in the development of essential goals and work requirements; and ensuring that the requirements and appraisals properly reflect the organizations and their functions during the rated period, reviewing completed evaluations for completeness and internal consistency.

Provides technical assistance to local employees on matters relating to career development or promotion. Provides information to locally-hired staff and their supervisors on issues such as work conditions, leave policies, compensation, resignations, etc, and referring particularly complex, sensitive or precedent-setting issues to supervisor.

Cooperates with EXO/HR to provide advice and guidance to US/TCNPSC staff on salary and benefit entitlements under personal services contracts; and, provides information to US/DH and US/PSC staff on the implementation of human resources policies and procedures. Manages the US/TCNPSC performance evaluation process, keeping an up-to-date file on due dates for evaluations and annual step increases; proactively follows up with employees and supervisors to ensure that evaluations are submitted prior to due dates and contracts are renewed in a timely fashion.

### **Training and Development:**

Supports post training program by ensuring designated sections employees are registered for prescribed trainings, notifying employees of attendance, drafting country clearance cables, and maintaining accurate individual training records.

Supports post training program by advising available trainings, and maintaining accurate individual training records. Works with client supervisors and their staff to plan for and receive training and development to equip them with the needed knowledge and skills to at least meet established performance standards. Receives and presents training requests for approval, drafts

memos and training cables, prepares training agreements, advises trainees regarding insurance requirements.

Establish and maintain a database to identify Evaluation Performance Review/Work Development Plan EPR/WDP based training need of LE Staff in order to support HR's target for identifying Mission training need and plan. Coordinates and organizes a day-long HR based refresher courses for identified target group. In coordination with HRS assesses the impact of the workshop, identifies need/skill gaps and as well measure positive impact of the workshop; coordinates and organize with HR members/facilitators the preparation, participation and producing of standard presentation slides and other supporting materials, conducts and leads the workshop in close consultation with the Executive Officer and HRS. Designs feedback template and collect feedback from participants. Produces and analyzes feedback summary reports for future improvements.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

**Education:** Completion of a bachelor's degree in human resources management, business administration, management, public administration or related social science field is required.

**Work Experience:** A minimum of three years of progressively responsible work experience in human resources management in at least two of the following HR areas: recruitment and selection; job evaluation; pay and benefits administration .

(Work experience requirement must be met at the time of application for the subject position).

**Language: Language Proficiency:**

Level III (Good working knowledge) speaking/reading of English and Level IV (Fluent) speaking/reading of Dari and Pashto is required.

**Knowledge:** Understanding of the general human resources management and development policies and procedures. Knowledge of the recruitment, training and development, talent management, staff retention, pay and benefits is required.

**Skills and Abilities:** Good practical organizational skills, tact and diplomacy, with a high degree of customer service to maintain smooth and effective working relationships with all Mission personnel. Due to the sensitive nature of the position, the incumbent must have a high degree of analytical skills and a sound judgment in order to interpret regulations to a current situation and assist the HRS and D/Executive Officer's decision-making process. Competency in using MS Office suite is also a requirement.

#### **HOW TO APPLY:**

Applicants are requested to submit a complete application package which must include all required documents to [AFPAKjobs@usaid.gov](mailto:AFPAKjobs@usaid.gov) with a **Subject line: Human Resources Assistant (OM 1709)**.

**ANY/ALL application submissions received after the closing date of December 09, 2016 will not be considered.**

#### **REQUIRED DOCUMENTS:**

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**  
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>  
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation

through jobs.af can download directly from the website) ANDA current resume or a curriculum vitae

**Note:**

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

**USAID IS AN EQUAL OPPORTUNITY EMPLOYER  
ALL ETHNIC GROUPS AND GENDERS ARE URGED TO APPLY**